

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Assistant City Secretary		
<b>Job Code:</b>	AD1031	<b>Job Family:</b>	Assistant Department Directors
<b>Pay Grade</b>	305	<b>Date Reviewed:</b>	06/10/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Assists in the overall operation and administration of the City Secretary's office. Creates and maintains relationships with City departments and external entities and coordinates various activities. Provides high level administrative support to the City Secretary.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Represents the City Secretary department to other departments, elected officials and outside agencies and coordinates assigned activities.
3. Assists with the creation and maintenance of records management system, including minutes, ordinances, contracts, judgments, surety bonds, deeds, elections and other records; ensures records are maintained in compliance with mandated requirements; and conducts inventory of records to maintain retention and disposition schedules.
4. Participates in the development and administration of the department budget; approves forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures; and implements budgetary adjustments, as needed.
5. Assists in directing activities involving municipal election; arranges for election judges and election workers; monitors election procedures during election process; ensures compliance with Texas Local Government law and election rules and regulations; and responds to questions regarding policies and procedures.
6. Acts in the absence of the City Secretary and ensures timely and effective support is provided to City officials, City departments and external entities.
7. Performs other related duties as required.

8. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
9. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - City Charter, State law, Freedom of Information Act, Texas Open Meetings & Open Records law.
  - Records management and maintenance of official records.
  - Municipal budget preparation and maintenance.
  - City policies and procedures.
  - Texas State Library and Archives Commission rules and regulations.
  - Rules, regulations and laws governing city elections.
  - Pertinent federal, state and local laws, codes and regulations.
- **Skill in:**
  - Determining operational needs.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Supervise, evaluate, discipline and motivate personnel.
  - Assist in the development of a business plan, goals and objectives.
  - Project annual requirements for staffing, equipment, supplies and training.
  - Use computers and applicable software.
  - Provide excellent customer service to internal and external customers.
  - Ability to assist in managing and directing a comprehensive city records and city election program.
  - Ability to identify and respond to sensitive community and organizational issues, concerns and needs.
  - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
  - Research, analyze and evaluate new service delivery methods.
  - Record and distribute official minutes of City Council.
  - Prepare clear and concise administrative and financial reports.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field and six years of increasingly responsible public administration experience, including two years of supervisory responsibility.

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.